



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 12-089

OPEN TO: All Bangladeshi Interested Qualified Candidates

POSITION: Human Resources Specialist, FSN-11

(Salary approx. Tk. 137,000 per month).

**Depending on qualifications and experience,
Incumbent(s) may be hired at a trainee grade (one
grade lower than the position grade.)**

OPENING DATE: December 26, 2012

CLOSING DATE: January 9, 2013

WORK HOURS: Full-time; 40 hours/5 days per week

The United States Agency for International Development (USAID) in Bangladesh is seeking applications from qualified Bangladeshi nationals for **Human Resources Specialist position** in the Executive Office (EXO).

Candidates for employment are generally hired at the first step of the established grade of the position. In some instances, candidate may be hired at a higher step when exceptional qualifications so warrant. If there are no qualified candidates at the stated grade level, a candidate may be hired at a lower grade level.



BASIC FUNCTION:

The incumbent serves as the Human Resources Specialist and performs with independence a wide range of human resources and personnel functions for the USAID/Bangladesh Mission. The incumbent supervises the daily operation of the Mission's Human Resources Section of the Executive Office which includes four Human Resources Assistants and one Training Coordinator. The position reports to the Supervisory Executive Officer. The Mission is currently comprised of 126 employees including 37 Americans, 6 TCNs and 80 FSNs personnel and Mission is expecting to have a total number 157 staff near future. As CAJE certified classifier, incumbent reviews position descriptions, job discussion help sheets and conducts interviews with jobholders and supervisors to determine elements of the position for input into the CAJE Software. Also, performs personnel activities for American employees including processing of incoming and outgoing actions. Is responsible for providing leadership, advice and technical guidance on all USAID personnel/staff development issues, including development of annual staffing report for the Mission, the formulation of policies and procedures related to human resource development, budgets, staffing, training, the writing of position descriptions, orienting Computer Aided Job Evaluation (CAJE) Questionnaire, Job Discussion Help Sheet (JDHS), etc. when/where guidelines are not available and/or are inadequate. S/he administers the Mission awards, employment, and training programs, and ensures Mission compliance with all legal, regulatory, procedural and policy requirements governing personnel management activities.

MAJOR DUTIES AND RESPONSIBILITIES:

Human Resources Policy and Planning:

- Acts as advisor to Mission Management on personnel issues. This covers human resources, administration and management topics including USG laws, ethics regulations and practices; staffing issues; preparing and classifying position descriptions; employee discipline and grievances (American and locally engaged staff);
- Thoroughly researches regulations, USAID policies and procedures of Automated Directives System (ADS), 3 Foreign Affairs Manual (FAM), 3 Foreign Affairs Handbook (FAH), and FSN HR Administrative Handbook on all aspects of HR management and advises Mission Management accordingly.
- Counsels local employees on conduct, grievances, environmental and working conditions, Reduction-in-force (RIF), separation, appeals, adjustment and other HR management problems. Reviews with supervisor proposals for disciplinary actions, termination for cause, and other action adverse to local



employees. Counsels American and FSN Supervisors in the proper implementation of HR policies and procedures in disciplinary matters.

- Collaborates with the Embassy on development and implementation of personnel policies and procedures for local personnel, including the FSN Handbook and the Local Compensation Plan. Prepares feedback answers of the FSN Compensation Questionnaire on behalf of the USAID agency for STATE/HR prior to conducting wage survey practices.
- Ensures that services provided meet all legal, regulatory, procedural, and policy requirements of the specialized personnel program areas. Directs the clerical and administrative functions essential to the processing and documentation of personnel actions. Evaluates and makes recommendations on staffing needs of the Mission; assists in developing and implementing reorganizations/realignments as needed to reflect changing Mission objectives and priorities. Participates in the preparation of annual budget estimates to assure that personnel requirements and wage adjustments are adequately covered.
- Develops criteria and conducts workshops/training sessions on various personnel issues that include procedures for accurate writing of current and/or anticipated revised position descriptions (PDs) of the Mission personnel, FSN new hires orientation, and a profile of HR FY activities.
- Develops and implements Mission's local recruitment system; identifies sources and methods; reviews recruitment activities and assures uniform, consistent, open and free processing of recruitment.

Human Resources Operations/Contracting Functions:

- Collaborates with the Embassy on development and implementation of personnel policies and procedures for local personnel, including the FSN Handbook and the Local Compensation Plan. Prepares feedback answers of the FSN Compensation Questionnaire on behalf of the USAID agency for STATE/HR prior to conducting wage survey practices.
- Provides advice and technical guidance on personnel matters to the American and Foreign Service Nationals (FSNs) staff; advises and counsels employees on the full range of personnel and management matters such as performance evaluation, employee relations, retirement, SIV status, severance pay entitlements, medical benefits, referring matters to the EXO only when appropriate. Implements personnel policy by interpreting regulations. Advises staff and management on AID/Washington issued directives and General Notices that have effect on employees; interprets regulations and makes recommendations on utilization of manpower.



- As a certified CAJE evaluator, acts as a technical expert on Position Classification of locally engaged staff. Enters data in to the CAJE Software and forwards the evaluated job report along with job review form to the supervisor and the employee to agree or disagree as per the M/HR/PPIM policies as well as other policies implemented by the Mission at post.
- Assists in planning of career development for local personnel, including counseling, identification of training opportunities, development of Mission-specific training programs, and transition assistance. Issues all personnel actions and maintains permanent personnel records. Oversees the administration of Mission participation in local welfare and medical programs.
- Manages the Mission's employment program for US Personal Services Contractors (USPSC's), both long and short term, local hire and off-shore, OE and project funded.
- Assists newly assigned personnel, both before and after arrival, advising on employee services. Manages the Mission's check-in process for new arrivals, as well as the check-out procedures for employees departing on R&R, home leave, and transfer. Coordinates with the Embassy on matters relating to notifications of arrival and departure, requests for residence visas, and local identity cards. Manages the USAID summer hire and summer intern programs.
- Liases with Human Resources section of Embassy and provides input as required.
- Counsels employees, supervisors and managers regarding preparation of position descriptions, classification decisions and appeals.
- Ensures timely and accurate updates to USAID staffing databases. Oversees preparation and issuance of periodic staffing reports. Coordinates with the Embassy on preparation and review of differential reports, the post report, and other reports required by the Department of State.
- Assists Executive Officer in completion and submission of USDH employee's AEFs etc.
- Initiates NSDD-38 documents to establish new USDH and USPSC/TCN positions.
- Implements a comprehensive foreign service national (FSN) performance evaluation and incentive awards program.

Supervision, Reporting, and Administration:

- Supervises four Human Resources Assistants (HRAs) involved in the Contracting functions by instructing in contracting procedures and reviewing



contract preparation for FSNs and also one Training Coordinator to manage missionwide training programs.

- Oversees contractual costs of OE and program-funded employees annually. Ensures that submitted documentation by Team Leaders is in compliance with Mission procurement procedures; and reviews estimated budgets for allowable costs. Reviews current updates and changes on relevant FAR, AIDAR, ADS, and Handbook regulations and ensures their dissemination to appropriate staff for incorporation in acquisitions. Negotiates with potential offerors by overseeing the preparation of negotiation documents, and assuring proper follow-up actions. Ensures that the FSN contract closeout procedures are carried out efficiently.

- Provides expertise and leadership in human resources support of Personal Services Contract salary negotiations for all FSN/PSC positions; systematic monitoring of local employment conditions, benefits and makes salary recommendations to EXO based on reviews to maintain competitiveness and assure attraction and retention of best-qualified candidates; also, requires current and close familiarity with USAID Acquisition Regulations (AIDAR) and Acquisition and Assistance Policy Directives (AAPD) to be current with the acquisition regulations in overseeing the preparation of local national personal services contracts. Designs and coordinates presentation of new-hire orientation programs and presents the employee relations section of these programs; advises Office/Sub-Team leaders and others on content and format of their section of orientation programs.

- Supervises four FSN Human Resources Assistants who are responsible for the Mission's incentive awards program for FSNs and USDHs: screens nominations to ensure that regulations are followed in regards to eligibility and recommended awards; forwards nominations and related information to the STATE/HRO for the Awards Committee decisions. Liaises with STATE/HR office regarding award nominations; prepares certificates and forwards pins for presentation at the awards ceremony. Advises eligible employees receiving routine awards such as Safe Driving Awards and Length of Service pins and certificates. Ensures that the USDH awards reports are forwarded to AA/ANE/Washington.

- Ensures and oversees check-in and check-out procedures; and provides appropriate agency regulations and information on allowances and benefits e.g., available assignments, tour-of-duty extensions, health and life insurance, medical, transfer allowance, education allowances, dependent benefits and services, etc for USDH and USPSC staff.

- Manages the Personnel Evaluation Report (PER) process for FSN staff. This requires modifying the process to include new USAID and USAID/Washington guidelines and notifying team leaders on required content, format, and



deadlines. Consult with the Executive Officer on FSN PER grievance procedures and for conflict resolution.

- Serves as the focal point in FS Assignment Cycle for the distribution of all bid-list cables, and maintains a computerized roster of all DH Americans who are eligible to bid.

- In line with guidance from USAID/Washington, supervises the preparation of Modified Acquisition and Assistance Request Documents (MAARDs), for FSN OE funded-contracts.

- Supervises four HR Assistants to prepare Diplomatic Notes regarding Mission American Employees' arrivals and departures to the Ministry of Foreign Affairs. Prepares the Quarterly List of Diplomatic, Non Diplomatic and FSN employees of the Mission and forwards them to STATE/HRO for the Ministry of Foreign Affairs.

- Supervises and ensures that the HR Assistants timely process performance evaluation reports (PERs) and within-grade increases (WGIs) of all FSN employees. Ensures reminders are sent to Office/Sub-Team Leaders for annual performance evaluations of FSN PSC employees. Maintains a tracking list for outstanding FSN PERs and disseminates it to concerned Offices/Sub-Team Leaders to ensure timely payroll actions. Reviews completed PERs to ensure that all necessary certifications are documented. Reviews contract documents and amendments for FSN/PSC renewals; ensures pay change slip to effect WGIs.

- Reviews the completed PSC checklist provided by USAID/Washington/OP to ensure the FSN PSC contracting procedures have been followed and appropriate documentation is in each file.

- Supervises the recruitment and selection process and ensures that the disclosure form for recruitment is signed by the evaluation committee.

- Supervises the HR Assistants who screen all correspondence to the HR Unit, types routine personnel-related correspondence, orders forms, and acts as file custodian for all personnel files of FSN and USDH staff; maintains current Handbooks, FAMs, FAH, AIDAR, ADS.

- Supervises and ensures that the preparation of all periodic and non-recurring personnel reports are timely completed, such as quarterly staffing patterns; addition & deletion report; promotion report; list of USDH dependents; budgets for USPSCs and FSNs; updates emergency locator cards for USDH, USPSC and FSNs; updates ALICO list reports. Controls the preparation of all personnel actions ensuring that all information contained therein is accurate. Oversees the preparation of yearly leave plan for FSNs and the monthly USDH leave/official Travel plan, staff training list, etc.



US/TCN PSC Contracting Functions:

Supervises Hiring of U.S. Off Shore and Resident hire Personal Services Contract (USPSC) employees.

- Advertises USPSC positions in various media as required.
- Manages the creation of Technical Evaluation Committees (TECs) ensuring that Appendix D of the AIDAR is followed.
- Creates contracts for USPSC Resident and Offshore Hires, utilizing the General Provisions in Appendix D of the AIDAR and other relevant guidance contained in AAPDs, CIBs, and FAR.
- Arranges for selected candidates to complete the required security and medical paper work and distributes it accordingly.
- Creates modifications to USPSC contracts as needed for budgetary and administrative changes and updates.
- Monitors guidance on USPSCs and ensures that files and contracts are kept up to date.
- Prepares TCN Personal Services Contract using Appendix J and AAPDs, CIBs and FAR.
- Facilitates all the necessary steps to bring a TCN PSC on board.

Training Coordination:

- Serves as second-line supervisor to one Training Coordinator, to oversee the Mission's annual training program. As needed provides advice and support to the Mission Training Committee in the identification of training needs, allocation of training funds, development of mission and regional training opportunities, and nominations to USAID leadership courses.

The HRS is responsible for operating USAID information systems consistent with "Separation of Duties", "Individual Accountability" and "Need to Know" as defined in ADS 545.3.2.1 and also below:

Separation of Duties - That an individual does not have the authority to complete an entire process (multiple independent actions), such that each action acts as a "check" on other actions within the process. This "compartmentalizes" the independent actions, and decreases an individual's ability to perform multiple actions or to complete the entire process, which may result in a security breach.



Individual Accountability - That an individual is solely responsible for his or her actions. He or she may be required to explain and defend those actions to organizational authorities that can impose penalties against misuse or abuse of authorized actions.

Need to Know - That an individual, in the performance of his or her duties, has the requirement to access specific information, which would otherwise not be accessible to him or her. He or she must protect the information, using safeguards appropriate to its sensitivity level, to ensure that other individuals who do not have an access requirement or authorization do not access it.

QUALIFICATIONS REQUIRED:

SELECTION CRITERIA:

1. **Education:** A bachelor degree in human resources, management, or other relevant field of study from a university is required. *(You must attach a copy of your certificate along with your application form.)*
15 points
2. **Prior Work Experience:** Five years of progressively responsible experience in personnel management, recruitment, position classification or a closely related field. **35 points**
3. **Knowledge:** A thorough knowledge of personnel management and USG personnel manuals and regulations. Sound knowledge of USG strategic objectives & intermediate results of each achieving team, Bangladesh labor laws and standard personnel practices applicable to the full spectrum of personnel management from recruitment through retirement. Knowledge of USG contracting regulations and procedures is also essential. **25 points**
4. **Skills and Abilities:** Strong interpersonal and communications skills are a must. Demonstrated ability to lead, organize, train, and supervise. Ability to analyze, conceptualize, negotiate, exercise sound judgment, originate ideas and creative solutions, handle requests for tasks with patience, tact, and diplomacy. Must be fully proficient with Microsoft Word, Excel, and PowerPoint. Must work well under time pressures and be able to handle multiple projects and tasks simultaneously.
25 points



ADDITIONAL SELECTION CRITERIA:

Language Proficiency: Level IV. At this level an employee is required to possess a high degree of proficiency in both written and spoken English.

Current employees serving a probationary period are not eligible to apply.

NOTE: Only newly hired employees (and former employees returning from a break in service) serve a probationary period.

Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

The candidate must be able to obtain and hold a security clearance.

SELECTION PROCESS:

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** After an initial application screening, the best-qualified applicants will be invited to a testing process, which will include English Language Proficiency Test, written technical examinations and oral interviews. The probationary period for this position is **one year**.

TO APPLY:

Interested Bangladeshi qualified in-house candidates are requested to submit the completed and signed Official Form OF-612 or DS-174 along with a cover letter. A copy of the blank form is also attached hereto for your convenience.

[Application Form OF-612](#)

[Application Form DS-174](#)

All Bangladeshi applicants must complete and sign the application form (OF-612 or DS-174) and attach the following documents. If you do not attach the below mentioned documents, your application will not be considered complete and will not be processed further.

I) A passport size photograph (taken within six months),

II) A copy of educational or trade school certificate.

Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.



One of the following options may be used to drop applications:

- General Post Office (GPO) Box No. 2593, Ramna, Dhaka
- By Hand with No Sealed Envelope at the South Barrier of the U.S. Embassy

SUBMIT APPLICATION TO:

Human Resources Office

Attention: HRO

Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212

DEFINITION:

Foreign Service National (FSN): A host country national employed at a U.S. Mission abroad, who is not a U.S. citizen, nor a family member of a direct-hire Foreign, Civil, or uniformed service member under COM authority.

NOTE: *Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency. They may be employed in different agencies.*

The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, national origin, marital status, political affiliation, age, sex, sexual orientation, physical disability, or membership in an employee organization. The United States Agency for International Development also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.